

# How to Pack Materials for Return to Testing Contractor

## Prepare Scorable Materials for Shipping

Follow the instructions below to pack scorable materials for shipment to the testing contractor.

- The scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
- STAAR Spanish materials must be returned along with the STAAR materials from the same administration.
- Do not mix STAAR 3–8 materials (this includes STAAR Spanish materials) with STAAR EOC materials in the same shipment.
- Do not return test materials from one STAAR administration with the materials from any other STAAR administration (e.g., March grades 5 and 8 and May EOC). Each administration must be packed and returned separately, each with its own Answer Document Packing Lists (ADPLs) and return shipping labels.

### ☐ Verify Assembly of Scorable Materials

- Refer to the Packing Materials for the District Coordinator online resource to verify that the scorable materials from each campus have been assembled correctly.

### ☐ Complete Answer Document Packing Lists

- There are separate ADPLs for STAAR 3–8 for each administration.
- Answer documents used for students taking STAAR Spanish should be counted with the other STAAR answer documents.
- You can download blank ADPLs for each administration from the Coordinator Manual Resources webpage.
- It is important to complete the ADPLs accurately and return them with each shipment of scorable materials. If the quantities of answer documents submitted for a campus do not match those listed on the ADPL, processing for that campus may be delayed until the discrepancy is resolved. Reports for a campus cannot be generated until its return shipment of scorable materials has been determined to be complete.
- Make sure that the totals on the Campus and Group ID sheets match the quantities recorded on the ADPL and that these quantities are entered in the correct column and row for each campus on an ADPL.
- Do not include voided answer documents in the quantities recorded on the ADPL.
- Retain a copy of your ADPLs for verification of your shipment's contents.

A sample district's completed ADPL is shown below, and an illustration of the packing order of the scorable materials for that sample district is shown on the following page.



Calendar of  
Events



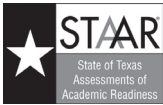
Packing Materials  
for District  
Coordinator



Blank ADPLs

NOTES

THIS FORM SHOULD BE COMPLETED BY THE DISTRICT TESTING COORDINATOR



MARCH 2015 STAAR  
ANSWER DOCUMENT PACKING LIST

GRADE 4 (ENGLISH AND SPANISH) WRITING, GRADE 5 (ENGLISH AND SPANISH) MATHEMATICS AND READING, GRADE 7 WRITING, GRADE 8 MATHEMATICS AND READING

This form will expedite the processing of your test materials. Completion of the Answer Document Packing List will allow receiving personnel to verify the completeness of your district's shipment.

- 1. In columns C–F, write the number of answer documents submitted for each group on each campus listed. DO NOT LEAVE ANY BLANKS IN COLUMNS C–F FOR ANY CAMPUS LISTED. Enter a "0" for any group for which no answer documents are being submitted.
- 2. If you are submitting answer documents for a campus that is not listed, write the campus number and name in the columns labeled "CAMPUS NUMBER" and "CAMPUS NAME" on a line at the bottom of the list and complete columns C–F.
- 3. If a campus number and name have been listed for which you are not submitting answer documents, please draw a line through the number and name of that campus.
- 4. Retain a copy for your records.
- 5. Place this completed document with the scorable materials in Box 1 of your return shipment.

DISTRICT: 001-101 Example ISD

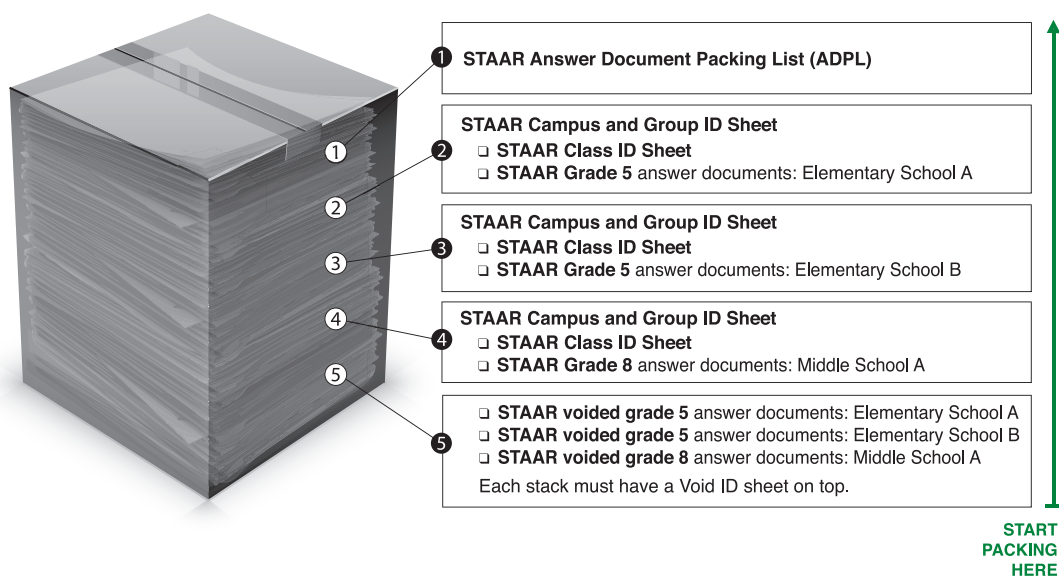
PLEASE VERIFY COUNTS  
BEFORE SHIPPING.

CAMPUS NUMBER	CAMPUS NAME	NUMBER OF ANSWER DOCUMENTS ENCLOSED			
A	B	C	D	E	F
		Grade 4	Grade 5	Grade 7	Grade 8
001	Elementary A	63	73	0	0
002	Elementary B	76	81	0	0
003	Middle School A	0	0	142	155

## ❑ Pack All Scorable Materials

- The materials are packed according to the order of the campuses listed on the ADPL, beginning with the last campus listed and the quantity in the far right column.
- Any voided documents should be packed at the bottom of the box, beginning with the last campus listed on the ADPL. Voided documents may be returned in a separate box, if practical.

### Sample Packing Order for District's Return of March STAAR Grades 5 and 8 Administration Scorable Materials



## Return All Scorable Materials to the Testing Contractor

### ☐ Complete SCORABLE Shipping Label for Each Box

- SCORABLE shipping labels are specific to each administration.
- Verify district name and county-district number on labels. If the information is incorrect, cross it out and print the correct information clearly.
- In the space on the labels, number each box of scorable materials in sequence (e.g., 1 of 3, 2 of 3, 3 of 3).

P-021
S-02260

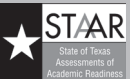
### SCORABLE


DISTRICT: EXAMPLE ISD  
NUMBER: 999-999

BOX \_\_\_\_\_ OF \_\_\_\_\_

### STAAR: MARCH 2015

To: PEARSON  
ATTN: STAAR PROCESSING  
905 W. HOWARD LANE  
AUSTIN, TX 78753





999-999-ANS 0008797429 ANS

### ■ Seal the Boxes Securely, and Affix the Scorable Shipping Labels to the Boxes

- Make sure that the original box labels are removed or covered.

### ☐ Call Carrier for Pickup of Scorable Materials

- The carrier telephone number is included in the freight materials package.
- Contact the carrier two working days before the pickup date to request that your scorable materials be collected and returned to the address printed on your SCORABLE shipping labels.

Districts are required to maintain shipping records for five years.

# Return All Nonscorable Materials to the Testing Contractor

## ☐ Collect Nonscorable Materials

- test booklets grouped by grade for grades 3–8
- test booklets grouped by course for EOC assessments
- braille and large-print materials (if applicable)
- unused or voided precoded labels
- unused ID sheets
- unused answer documents

## ☐ Prepare Nonscorable Materials for Shipping

- Return nonscorable materials by dates indicated on the Calendar of Events.
- Make sure that student answer documents have not been left in test booklets. If you find used answer documents that have been mistakenly left in test booklets, remove them and return with the scorable materials. If your scorable materials have already been returned, call Pearson's Austin Operations Center as soon as possible at 800-627-0225 for instructions.
- Braille and large-print test booklets, STAAR regular-print test booklets included in the braille kits, and the specific braille instructions should be returned with the nonscorable test booklets.

## ☐ Pack Nonscorable Materials

- Pack for each administration of STAAR (including STAAR Spanish) either by campus or by district. If you are packing by campus, be sure that all the materials for a single campus and testing program are grouped together and packed in the box before adding materials from another campus.
- Do not mix STAAR 3–8, STAAR EOC, STAAR Alternate 2, and TELPAS materials.

## ☐ Complete NONSCORABLE Shipping Label for Each Box

- NONSCORABLE shipping labels are specific to each administration.
- Verify district name and county-district number on labels. If the information is incorrect, cross it out and print the correct information clearly.
- In the space on the labels, number each box of nonscorable materials in sequence (e.g., 1 of 3, 2 of 3, 3 of 3).



Calendar of  
Events

NOTES

P-021S-02260

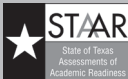
NONSCORABLE


DISTRICT: EXAMPLE ISD  
NUMBER: 999-999

BOX \_\_\_\_\_ OF \_\_\_\_\_

STAAR: MARCH 2015

To: PEARSON  
ATTN: STAAR  
710 W. HOWARD LANE, SUITE 200  
AUSTIN, TX 78753





999-999-SEC 0008797429 SEC

- ☐ Seal the Boxes Securely, and Affix the Nonscorable Shipping Labels to the Boxes
  - Make sure that the original box labels are removed or covered.
- ☐ Call Carrier for Pickup of Nonscorable Materials
  - The carrier telephone number is included in the freight materials package.
  - Contact the carrier listed on your freight materials package two working days before the pickup date to request that your nonscorable materials be collected and returned to the address printed on your NONSCORABLE shipping labels.

Districts are required to maintain shipping records for five years.